

# A short list of useful shortcuts in Acrobat

(Note: *Cmd* for Macs; *Cntrl* for PCs)

## Document (review properties)

- Cmd/Cntrl + D
- Can review following:
  - File size; location; # pages
  - Security (print? copy? Page extract? Comment? Form fill?)
  - Initial view (and set to include bookmarks; very useful!!!)

## Zoom in & out

- Cmd/Cntrl + Plus/Minus
- Hold spacebar and drag to move view to another area
- Cmd/Cntrl + left arrow key (to backup previous view)

## Navigation

- Cmd/Cntrl + SHIFT + N to "go to [#] page"
- Cmd/Cntrl + Left Arrow to "go to previous view"

## Page display

- Cmc/Cntrl + 0 = "Fit Page"
- Cmd/Cntrl + 2 = "Fit Width" (try other numbers for laughs)

## Rotate

- SHIFT + Cmd/Cntrl + R to pull up dialogue box
- SHIFT + Cmd/Cntrl + plus/minus to rotate all pages

## Bookmarking

- Cmd/Cntrl + B
- OCR & Highlight then select; hit shortcut above (amazing!)

## Commenting

- Cmd/Cntrl + 6
- Hit ESCAPE to quickly dismiss pop up after you insert text